



United States Agency For International Development

Assistant Administrator for Management

SEP 16 2002

MEMORANDUM

TO: Mark Forman, Associate Director for Information Technology
and Electronic Government

FROM: John Marshall, *[Signature]* AA/M and CIO

SUBJECT: Progress Report on Implementing the Government Paperwork
Elimination Act (GPEA)

The President's vision for government reform is guided by three principles that Government should be: citizen-centered, results-oriented and market-based. To accomplish this, the President's Management Agenda (PMA) identified five Government-wide initiatives, including Expanded Electronic Government (E-Gov). E-Gov, in turn, supports the President's vision by looking to unify, simplify and reduce redundancy in information systems government-wide.

Implementation of the Government Paperwork Elimination Act (GPEA) is an integral part of Federal efforts to achieve the President's Vision and reach the PMA's goal of expanding E-Gov. To this end, in the past year the United States Agency for International Development (USAID) has made substantial progress in expanding E-Gov through GPEA implementation.

Progress

As detailed in the attachments, USAID has identified 21 GPEA projects, each providing direct or indirect support to the Government-wide E-Gov program. Eight projects support the E-Gov E-Records Management initiative, with six of these also related to the Geospatial initiative. Other projects each support E-Recruitment, E-Grants, E-Training and the Integrated Acquisition Environment. The inter-agency FedForms project, benefiting the E-Gov Architecture initiative, is supported by five USAID GPEA projects. Four others support a proposed E-Gov E-Financials initiative.

Of the 21 projects, 12 improve Government to Business (G2B) transactions. Five enhance Internal Efficiency and Effectiveness (G2I). Three improve transactions with other Governments (G2G). One enhances Government to Citizen services (G2C). Nine transform hard-copy forms to electronic formats. Nine streamline existing business processes. Others facilitate intra-Agency integration or provide online electronic transactions.

Eleven GPEA projects are scheduled for completion by October 2002. They include a high-priority G2C project, which automates the advertisement of and application for Agency jobs. Another upgrades TrainNet, the Agency-developed system now becoming the Foreign Affairs standard for tracking international training participants. A web-based financial reporting tool now populates an Internet Portal of Agency-wide financial

information to correct long-standing material weaknesses in financial reporting and resource management. The credit card prepayment process is being automated to electronically post all of the credit card transactions for each credit card holder. Other projects implement electronic vendor invoicing, online reconciliation of cash accounts, grantee letter of credit processing, donor data coordination and correspondence tracking/document management. Two projects completed last year are already providing web-based access to information on overseas loans and other international assistance.

As a result, USAID expects over half of its GPEA projects to be complete by the end of next month.

Plan

Based on GPEA and E-Gov progress to date, USAID has refocused its information technology Plans in accordance with the PMA. As a result, the Agency has proposed six major Capital Investments:

Field Financial System Deployment. The overseas deployment of a web-based and integrated financial management system to provide a common agency-wide system for budget execution, accounting, and financial management.

Washington Financial Systems. Incremental acquisition and implementation of an integrated core financial system that provides accurate financial information to support Agency decisions in order to achieve USAID's goals in the most cost efficient and effective manner.

Financial Systems Maintenance. The operations and maintenance of legacy financial systems which manage Operating Expense and Programmatic obligations and facilitate Federal reporting.

Procurement System Replacement. The acquisition and implementation of a new agency-wide Commercial Off-the-Shelf (COTS) procurement system to replace the existing Washington-only procurement system.

Infrastructure Improvement. Enhancements to USAID General Support Systems, including Washington servers and computers and worldwide telecommunications, to support Agency operations and resolve specific security weaknesses.

Enterprise Architecture. The modernization of USAID business systems world-wide through the enhancement and extension of the Agency's Enterprise Architecture and the staffing to manage related projects from planning through implementation.

To support these investments and ensure the expansion of E-Gov, USAID plans to substantially complete its remaining inventory of GPEA projects on schedule. Knowledge sharing will be improved with the implementation of tools for collaboration and knowledge management. Development and publication of the Agency's Congressional Presentation will be

simplified with automated tools to integrate preparation and dissemination. Five other transactions will be automated through the use of on-line forms under the auspices of the inter-agency FedForms initiative, addressing the remaining identified Paperwork Reduction Act information collections.

Three GPEA projects are not scheduled for completion by October 2003. Fifty percent of development partners' deliverables will be submitted electronically by October 2003, with full implementation not expected until October 2007. The same is true for development knowledge originated by partners, with progress for both contingent upon E-Gov success in standardizing Federal document management solutions. Automation of the contract award process is currently scheduled for October 2006, based on projections currently pending approval and funding.

These issues notwithstanding, USAID will continue to consider other GPEA and E-Gov options. We look forward to working with you and your staff to make other opportunities apparent, and other successes possible.

Attachments:

- GPEA Plan Update
- GPEA Status Report

USAID

GPEA Plan Update

Transaction Name	Customer Group	Related E-Gov Efforts	Date of Completion
U.S. Overseas Loans and Grants and Assistance	G2G	E-Records, Geospatial	08/01/2001
Status of Overseas Loans	G2G	E-Records, Geospatial	10/01/2001
Web-based Agency-wide Financial Reporting	G2I	[E-Financials]	06/02/2002
Advertisement and Application	G2C	Recruitment One-Stop	10/02/2002
Coordination Data (Donor)	G2B	E-Records	10/03/2002
Credit Card Processing	G2B	[E-Financials]	10/03/2002
Document Management Software Implementation	G2I	E-Records	10/03/2002
Electronic Invoicing	G2B	[E-Financials]	10/03/2002
Grantee Letter of Credit Processing	G2B	E-Grants	10/03/2002
Training Results and Information Network (TraiNet)	G2G	E-Training	10/03/2002
World-wide Cash Reconciliation	G2I	[E-Financials]	10/03/2002
Agency Development Knowledge Sharing	G2I	E-Records, Geospatial	10/01/2003
Commodity Request for Foreign Distribution	G2B	[FedForms]	10/01/2003
Congressional Presentation	G2I	E-Records, Geospatial	10/01/2003
Food for Peace Commodity Request	G2B	[FedForms]	10/01/2003
Monetization Report	G2B	[FedForms]	10/01/2003
Monthly Commodity/Recipient Status Report	G2B	[FedForms]	10/01/2003
Title II Annual Results Report	G2B	[FedForms]	10/01/2003
Award	G2B	Integrated Acquisition Environment	10/30/2006
Deliveries (Deliverables)	G2B	E-Records, Geospatial	10/01/2007
Partner's Development Knowledge Sharing	G2B	E-Records, Geospatial	10/01/2007

Note:

Because FedForms and E-Financials have not yet been designated "official" E-Gov initiatives, they are recorded in the GPEA database as related to the E-Gov Enterprise Architecture initiative and None, respectively.